

Directions: Please complete shaded areas below.

Department Name: Miami-Dade Juvenile Assessment Center (JAC) Project Name: EDMS/Imaging Juvenile Arrest Records Project Amount: \$120,000 Preparer Name & Contact Information: Susan Windmiller, Assistant Director/ Support & Research 305-755-6205 Susan.Windmiller@miamidade.gov		
Project Type: Please check (√) one.		
<input type="checkbox"/> Enterprise	<input type="checkbox"/> Communities of Interest	<input checked="" type="checkbox"/> Department Specific
Funding Source: Please check (√) one.		
<input type="checkbox"/> GF Capital	<input type="checkbox"/> Proprietary Capital	<input checked="" type="checkbox"/> Grant Funded
<input type="checkbox"/> Mandated Requirement (If checked (√), please indicate who is mandating this request as well as the time frame)		
<input checked="" type="checkbox"/> 1 Department Priority of Initiative (1, 2, 3, etc.)		

Section A

Background:

Provide any relevant background information to include existing investments in the proposed project. If applicable, please include any information explaining why this is a mandated project.

The Juvenile Assessment Center (JAC) is the repository for all juvenile arrest records for Miami-Dade County. The JAC is responsible for managing these records in compliance with Florida Statutes and all other mandates and requirements. There are over 12,000 arrests processed each year, and since the JAC has opened in late 1997, there are over 100,000 arrests that have been processed at the JAC. There have been many efficiencies to the processing of arrested children due to technology that has been developed by ETSD and/or MDPD for the JAC. This includes the JAC Information System (CJIS), the JAC's nationally recognized datawarehouse for analysis of juvenile arrest trends, the Mugshot Information System, Automated Fingerprint Information System, and recently the development of a case management system (JIM). In keeping with the JAC's use of technology to allow for system efficiencies, the JAC partnered with ETSD to develop the Imaging Project for Juvenile Arrest Records. This project is NOT intended to serve as a database for statistical purposes. This project is primarily for the imaging of arrest documents which, once the County system is certified, will eliminate a hard copy records management system. It will allow for the expansion of a paperless system throughout the juvenile justice system for all other stakeholders requiring copies of juvenile arrest records, including the Clerk of Court, State Attorney, Florida Department of Juvenile Justice, Law Enforcement Agencies (police departments) and others.

Problem Statement:

Define the problem, need, or opportunity. Within a short period of time, the JAC soon outgrew the capacity to store juvenile arrest records. Also, the cost of maintaining the records continued to increase, including the storage systems, special file jackets, paper, copying, etc. At the time the project was developed, the JAC was soon to outgrow its File Room. The JAC had been cited by the City of Miami Fire Marshall to address this issue. The EDMS/Imaging of Juvenile Arrest Records provides the JAC, the County and the local juvenile

justice system with an opportunity to use this new technology to establish a paperless system for juvenile arrest records.

Solution:

What is the proposed solution? The project solution has been to establish a customized model using the County vendor, formerly Identitech and now EStream. It will result in an electronic record filing system that will allow for the management of juvenile arrest records and ultimately to become a paperless system.

Expected Benefits / Direct Payback:

State the benefits of solving the problem or reaching the goal. Hints: "How the project will reduce costs (perhaps from reducing redundant tasks such as data entry), better decision making at each step of a process (perhaps due to more accurate and timely information), or improved efficiency (thanks to fewer steps to process a transaction).

Specify collective benefits and identify benefits that are specific to each stakeholder. Wherever there are metrics (numbers or targets) for improvement, be sure to include them. Examples: "Reduce communications costs by 20%" or "Increase revenues by \$1,340,500 in fiscal year 2007.

This project has a variety of benefits such as:

- 1) the immediate elimination of costs to support day forward hard copy record maintenance. This includes specially designed and produced juvenile arrest file jackets, numeric stickers for the filing system, paper, and associated copying costs. To date, this is a savings to the JAC of over \$50,000 a year in operating costs;
- 2) compliance with fire codes with City of Miami and elimination of issues re: growing juvenile arrest records and storage issues that resulted in citation from the Fire Marshall;
- 3) efficient mechanism for storage and retrieval of juvenile arrest records which impacts the JAC, all stakeholders in the local juvenile justice system, and local police departments;
- 4) improved customer service with regard to specialized records retrieval;
- 5) eliminates records management/retention issues by the Clerk of Court Records Division once the county system is certified;
- 6) allows for specialized records management including aging out of system, sealed records, expunged records, etc. all of which would have been done manually on over 100,000 arrests and growing.